




HARVEY ECONOMIC DEVELOPMENT PROGRAM

DOCUMENT CHECKLIST

REQUIRED DOCUMENTATION

BUSINESS STRUCTURE		
 <p>Corporation, Partnership, & LLC</p>	 <p>Sole Proprietorship, Independent Contractor, Self-employed, Single member LLC with employees</p>	 <p>Sole Proprietorship, Independent Contractor, Self-employed, Single member LLC without employees</p>
PROOF OF OWNERSHIP/BUSINESS EXISTENCE		
<p>Color copy of government issued ID for ALL business Owners with more than 20% ownership (front and back)</p> <p>Organizational Documents (i.e. Articles of Incorporation, Certificate of Formation, DBA Certificate, or Certificate of Existence)</p> <p>Copy of Lease</p>	<p>Color copy of government issued ID (front and back)</p> <p>Organizational Documents (i.e. Articles of Incorporation, Certificate of Formation, DBA Certificate, or Certificate of Existence)</p> <p>Copy of Lease</p>	<p>Color copy of government issued ID (front and back)</p> <p>Organizational Documents (i.e. Articles of Incorporation, Certificate of Formation, DBA Certificate, or Certificate of Existence)</p> <p>Copy of Lease</p>
PAYROLL DOCUMENTATION		
<p>2016-2019 IRS Form W-3 OR</p> <p>2016-2019 IRS Form 941 (Preferred - Please note this is a quarterly form, so you must include all four quarters) OR</p> <p>2016-2019 IRS Form 940 OR</p> <p>2016-2019 Schedule K-1 (IRS Form 1065)</p>	<p>2016-2019 IRS Form W-3 OR</p> <p>2016-2019 IRS Form 941 (Preferred) OR</p> <p>2016-2019 IRS Form 940 OR</p> <p>2016-2019 IRS Form 1040 Schedule C</p>	<p>2016-2019 IRS Form 1040 Schedule C OR</p> <p>2016-2019 IRS Form 1099 (if independent contractor)</p>
HURRICANE HARVEY DAMAGES		
<p>Insurance Payoff</p> <p>Receipts for Repairs</p>	<p>Insurance Payoff</p> <p>Receipts for Repairs</p>	<p>Insurance Payoff</p> <p>Receipts for Repairs</p>

Visit Harvey Economic Development Program website at:
recovery.houstontx.gov/hedp

